

To: Autrey, Brad[Autrey.Brad@epa.gov]; Garland, Jay[Garland.Jay@epa.gov]
Cc: Morgan, Ardra[Morgan.Ardra@epa.gov]
From: Nye, Michael
Sent: Thur 1/25/2018 11:14:01 PM
Subject: RE: Information for you AWG Fact Sheet
fact sheet science in action template AWG MN.doc

Hows this for a start?

Michael B. Nye PhD

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From: Autrey, Brad
Sent: Thursday, January 25, 2018 10:16 AM
To: Garland, Jay <Garland.Jay@epa.gov>; Nye, Michael <nye.michael@epa.gov>
Subject: Information for you AWG Fact Sheet

Jay-

Here is some info on fact sheets.

- The main ORD guidance page is here:
<https://intranet.ord.epa.gov/communications/fact-sheets>
- The attachment is one of the three templates.
- As you noted on the phone, the guidance is a little short on details, but the

main ideas are:

- o keep it simple,
- o no more than two pages, and
- o pictures are nice.

•□□□□□ Here are a few examples of solid fact sheets:

- o https://www.epa.gov/sites/production/files/2017-12/documents/village_blue_fact_sheet_14dec17.pdf
- o https://www.epa.gov/sites/production/files/2015-08/documents/sswr_factsheet_2015_final_8-21-15.pdf
- o https://www.epa.gov/sites/production/files/2016-08/documents/scienceinaction_small_systems_final-508.pdf

•□□□□□ If you'd like, I can help you develop your AWG fact sheet. Just let me know.

-Brad

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